

Name/Address/Phone Change Form

NAME Date of Change

Department

CHANGE: Name Address Phone

Please Note: When you change your legal name, your Outlook e-mail address will automatically be changed to match AFTER the name change has been made in our Payroll/Human Resources database. Name changes CANNOT be made until ALL required documentation has been submitted. (See the box below.)

NAME CHANGE:

FROM: TO:

REQUIRED DOCUMENTS:

Name change request forms must be accompanied by a copy of your Social Security card reflecting your new name (the letter from Social Security acknowledging receipt of your request for a new card is NOT acceptable for this purpose). Additionally, a new W-4 Form is also required. These are available online at the IRS or FRS websites, as well as at www.leegov.com/hr/employees/forms.

ADDRESS CHANGE:

FROM:

TO:

Apply this change to ALL dependents DO NOT apply this change to these dependents:

PHONE NUMBER CHANGE:

FROM: TO:

Apply this change to ALL dependents DO NOT apply this change to these dependents:

EMPLOYEE SIGNATURE: _____ DATE: _____

Employee PRINTED Name:
(Please print your name as it appears on your paycheck for proper identification)

Questions? Call the Benefits Help Desk at 533-2363!

RETURN THIS FORM & ALL REQUIRED DOCUMENTS TO HUMAN RESOURCES